

Moultonborough Zoning Board of Adjustment
P.O. Box 139
Moultonborough, NH 03254
(603) 476-2347

Date filed _____

(signed – ZBA)

APPLICATION FOR A VARIANCE

Name of applicant: _____

Address: _____

Owner: _____

(if same as applicant, write “same”)

Location of property: _____

(street, number, tax map & lot number)

NOTE: This application is not acceptable unless all required statements have been made. Additional information may be supplied on a separate sheet if the space provided is inadequate.

APPLICATION FOR VARIANCE

A variance is requested from article _____ paragraph _____ of the zoning ordinance to permit _____

Facts supporting this request:

1. Granting the variance would not be contrary to the public **interest**:

2. The **spirit** of the ordinance is observed because:

3. Granting the variance would do substantial **justice** because:

4. For the following reasons, the **values** of the surrounding properties will not be diminished:

5. Unnecessary Hardship

A. Owing to special conditions of the property that distinguish it from other properties in the area, denial of the variance would result in **unnecessary hardship** because:

1. No fair and substantial relationship exists between the general public purposes of the ordinance provision and the specific application of that provision to the property because:

2. The proposed use is a reasonable one because:

B. Explain how, if the criteria in subparagraph (a) are not established, an unnecessary hardship will be deemed to exist if, and only if, owing to special conditions of the property that distinguish it from other properties in the area, the property cannot be reasonably used in strict conformance with the ordinance, and a variance is therefore necessary to enable a reasonable use of it.

Applicant _____ Date _____
(Signature)

Town Of Moultonborough Zoning Board of Adjustment

Application for Variance/Special Exception Fee Schedule

All checks should be made payable to the **Town of Moultonborough** and should be attached with the Fee Schedule to the application for a **Variance/Special Exception**.

Fee Schedule

Variance	\$ 100.00	
Special Exception	\$ 100.00	
Letters to Abutters	\$ 2.00	Each (Exclusive of Postage)
Advertisement	\$ 75.00	

The fees listed above must be received before the board will consider an application. All abutter letters shall be received at the time of application with the form letter filled out ready for signature, postage applied and all certified mail cards and receipts prepared. Postage will be the responsibility of the applicant.

Minutes

Copies of the minutes and other public information will be made available upon receipt of **\$.50 per page** and the **required postage**.

Totals

Special Exception	\$ _____
Variance	_____
Advertisement	\$ 75.00
Number of Abutter Letters X \$2.00 (Not including postage)	_____
Total	\$ _____

Have all the necessary fees been paid by the applicant? **Yes** ____ **No** ____

Abutters List

Name of Applicant: _____

Property Concerned: Tax Map _____

Lot Number _____

All abutters must be notified of the scheduled hearing by certified mail. Said notices to be mailed by the Zoning Board of Adjustment at the expense of the applicant not less than 5 days prior to the scheduled hearing.

Definition of "Abutter" (RSA 672:3)

"Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.

The following are abutters to the above property: (Attach additional sheets with page numbers as needed.)

1. Tax Map _____ Lot Number _____
OWNER/APPLICANT

Name: _____

Address: _____

2. Tax Map _____ Lot Number _____
AGENT (if applicable)

Name: _____

Address: _____

3. Tax Map _____ Lot Number _____

Name: _____

Address: _____

4. Tax Map _____ Lot Number _____

Name: _____

Address: _____

5. Tax Map _____ Lot Number _____

Name: _____

Address: _____

6. Tax Map _____ Lot Number _____

Name: _____

Address: _____

7. Tax Map _____ Lot Number _____

Name: _____

Address: _____

MOULTONBOROUGH ZONING BOARD OF ADJUSTMENT
P.O. BOX 139
MOULTONBOROUGH, NEW HAMPSHIRE 03254
(603) 476-2347

DATE

Certified Mail - Return Receipt Requested

Dear Abutter,

The Moultonborough Zoning Board of Adjustment will hold a Public Hearing on
Leave Blank to consider an application for **Name of Applicant, Tax Map Lot**, (Location
of property) for a

_____ Variance

_____ Special Exception To Article _____ Paragraphs _____

of the Zoning Ordinance.

Applicant proposes to _____ Fill in what you propose to do

This Hearing will be held at the Town Offices and the Zoning Board of Adjustment meeting begins at 7:00 P.M. You are an abutter to this land and if you wish to be heard, please either attend the Hearing or send a letter or representative.

For further information you may call the Office of Development Services Monday - Thursday 7:30 AM - Noon & 12:30 PM - 4:00 PM, Friday 7:30 AM – 11:30 AM, at (603) 476-2347.

Very truly yours,

Robert H. Stephens
Chairman

RHS/blw

**MOULTONBOROUGH ZONING BOARD OF ADJUSTMENT
P.O. BOX 139
MOULTONBOROUGH, NEW HAMPSHIRE 03254
(603) 476-2347**

Certified Mail - Return Receipt Requested

Dear Abutter,

The Moultonborough Zoning Board of Adjustment will hold a Public Hearing on _____ to consider an application for _____, Tax Map
Lot _____, _____ for a

_____ Variance

_____ Special Exception To Article _____ Paragraphs _____

of the Zoning Ordinance. This Hearing will be the _____ hearing scheduled at this meeting which begins at 7:00 P.M.

Applicant proposes to:

This Hearing will be held at the Town Offices and the Zoning Board of Adjustment meeting begins at 7:30 P.M. You are an abutter to this land and if you wish to be heard, please either attend the Hearing or send a letter or representative.

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Very truly yours,

Robert H. Stephens
Chairman

RHS/blw

Certified Mail Procedure

1. Address and apply appropriate fee for certified mail on one business size envelope for each abutter, with return address as:

Moultonborough Zoning Board of Adjustment
PO Box 139
Moultonborough, NH 03254.
2. Fill out abutter letter as shown in application package.
3. Fill out "Receipt for Certified Mail".
4. Fill out the Return Receipt Post Card.
5. Place under envelope flap, "Receipt for Certified Mail" and Return Receipt Post Card together and submit to the Land Use Office with your application and check for hearing.

Do Not Stuff or Seal Envelopes

Apply proper postage for current US Postal rates for First Class Mail, Certified Mail Fee and Return Receipt Fee.

Certified Return

1. Abutter's Name and Address
2. Record Article Number
(Transfer sticker number from top portion of certified mail receipt)
3. Service Type: Check box for Certified Mail
4. Address front of card "Sender" as

Moultonborough Zoning Board of Adjustment
PO Box 139
Moultonborough, NH 03254

**Moultonborough Zoning Board of Adjustment
P.O. Box 139
Moultonborough, New Hampshire 03254**

Authority for Inspection or Examination Of Land

The undersigned hereby authorizes the Town of Moultonborough's Zoning Board of Adjustment, its members, officers, agents, employees, advisors or other in their company, to enter upon the property of _____ Tax Map _____ Lot # _____.

This property is the subject of an application presently pending before the Zoning Board of Adjustment. The purpose of the inspection is to conduct an examination or gather information in connection with said application.

The source of my authority to allow access to this property is:

Sole Owner: _____
Co-Owner: _____
Other (Explain): _____

I understand and agree that such inspection or examination may take place on more than one occasion, and may be conducted by more than one person.

Notice(s) regarding this inspection may be given to me by regular mail at the following address:

Date _____ Signature _____

Office Hours

Meetings

Bonnie L. Whitney
Administrative Assistant
476-2347



**Town of Moultonborough
Office of Development Services Fee Schedule**

Planning Board Fees
(Effective August 1, 2010)

Major Subdivision (3 or more lots)
\$300 + \$100 per newly created lot

Minor Subdivision (2 lots w/no further subdivision)
\$275

Site Plan Review
\$250

Boundary Line Adjustment
\$200

Voluntary Merger
\$0

Special or Conditional Use Permit (fee waived if part of concurrent application)
\$100

Plat Registration

Applicants are responsible for all recording fees.

All Plats, Notices of Decision and Planning Board required documents are required to be recorded by the applicant at the Carroll County Registry of Deeds. Copies of all recorded documents shall be submitted back to the Town after recording at applicant's expense.

Zoning Board Fees
(Revised May 12, 2008)

Application & Hearing Fees

Variance
\$100

Special Exception
\$100

Equitable Waiver of Dimensional Requirements
\$100

Re-Hearing

\$100 - Hearing Fee

Appeal of Administrative Decision Fees

\$200 - Application Fee (Non-Refundable)

\$200 - Hearing Fee

\$200 - Re-Hearing Fee (If Granted by ZBA)

Plat Registration

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Abutters Notices for all Planning & Zoning Applications

\$2 per Abutter + postage, certified mail, return receipt requested.

Advertisement Fee for all Planning & Zoning Applications
\$75

Hard Copies
\$0.50 per page.

Electronic Document Transmittal
\$5.00 per transmitted document